

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: December 21, 2005

Division: County Administration

Bulk Item: Yes X No

Department: County Administration

Staff Contact Person: Debbie Frederick

AGENDA ITEM WORDING:

Approval of a newly created position of Project Manager to report directly to the County Administrator.

ITEM BACKGROUND:

A similar position was approved in the past which was combined with the Community Services Division Director position until the resignation of that employee. There are projects and issues that need to be researched and analyzed. This position would allow for the time required in pursuing specialized projects while also streamlining County processes and procedures.

PREVIOUS RELEVANT BOCC ACTION:

As stated above.

CONTRACT/AGREEMENT CHANGES:

N/A

STAFF RECOMMENDATIONS:

Approval.

TOTAL COST: Salary Range: \$69,377 – 107,533 + Benefits **BUDGETED:** Yes No X

COST TO COUNTY: Same as above **SOURCE OF FUNDS:** Ad Valorem

REVENUE PRODUCING: Yes No X **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL: Thomas Willi
Thomas J. Willi

DOCUMENTATION: Included X Not Required

DISPOSITION: **AGENDA ITEM #**

MONROE COUNTY

JOB DESCRIPTION

Position Title: PROJECT MANAGER TO COUNTY ADMINISTRATOR

Date: 12/01/05

Position Level: 14

FLSA Status: Exempt

Class Code:

GENERAL DESCRIPTION

This position reports directly to the County Administrator. Duties require the use of independent judgment through knowledge of the regulations, policies and procedures relating to the operation of County government. This employee will research issues, prepare statistical information and analyses, draft reports, sees to completion of and reports to Administrator on progress and action of assigned projects.

KEY RESPONSIBILITIES

- *Analyze necessary action for assigned projects.
- *Produce written reports with findings and recommendations.
- *Responsible for research as deemed necessary.
- *Carry out projects as assigned.
- *Oversees continuing and ongoing projects as assigned by the County Administrator.
- *Maintain and strengthen public/private partnerships to enhance services capacity throughout the County.
- *County Liaison to South Florida Workforce Board and South Florida Employment and Training Consortium.
- Attend meetings as required.
- Travels as required.
- Represents the County Administrator when necessary.
- Perform other related duties as required.
- * Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: PROJECT MANAGER TO COUNTY ADMINISTRATOR	Class Code:	Position Level: 14
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KEY JOB REQUIREMENTS	
<i>Education/Experience:</i>	Bachelor's Degree required with major(s) in Business Administration, Public Administration or related field and 12 years progressively responsible experience in related field. A combination of education and experience may substitute for the formal education requirement.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Multifaceted: Work is broad in scope covering virtually the entire County's operations. Policy, procedure, and precedent are created and/or approved by this position. Problem solving requires understanding and evaluation of the impact on the County.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires continuing internal and external contacts involving difficult formal negotiations calling for well-developed sense of timing and strategy and detailed explanation and interpretation of policies, rules and regulations and managing relationships at the highest level.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours. Required to work during emergency situations.
<i>Other:</i>	Florida Drivers License.

APPROVALS		
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____